

APPENDIX G

Checklist of Special CDBG Requirements and Ranking Criteria FOR FFY 2010 CDBG HOUSING AND NEIGHBORHOOD RENEWAL PROJECTS

Special CDBG requirements (beyond the general CDBG requirements listed in Appendix F and Chapters I – IV of these Application Guidelines) are identified and explained in Chapter V. Not all special requirements apply to all projects being proposed. Call CDBG for further any clarifications you might need. Thoroughly respond to each of the applicable ranking questions and issues listed and to each requirement listed under each of the five ranking criteria and you will have an application that meets all CDBG Special Requirements. Consult Chapter V of these Application Guidelines to see:

- (a) details concerning each of the five ranking criteria that you need to address,
- (b) a listing of each of the specific application ranking questions and issues that you need to address, and
- (c) references to various appendices that you will need to use to respond to the application issues that are relevant to your application.

The right-hand column of the chart below informs applicants where the special requirements are described in the *FFY 2010 CDBG Housing and Neighborhood Renewal Facilities Application Guidelines* and in the *Uniform Housing Application (2006-07 Edition)*.

INSTRUCTIONS FOR COMPLETING APPENDIX G: Fill out the left-hand column below, as applicable, by citing page references to locations in your application where the Special Requirements are addressed – or list “NA” if not a requirement is not applicable. If you’re not sure that a requirement is “Not Applicable,” contact CDBG staff. **(Include a completed copy of Appendix G in your application. See Appendix D, page D-5.)**

Cite page references to locations in your application where you address the requirement -- or indicate that the requirement is Not Applicable (NA).	SPECIAL REQUIREMENTS FOR HOUSING & NEIGHBORHOOD RENEWAL PROJECTS	Page References for your use: In the <i>CDBG Housing and Neighborhood Renewal FFY2010 Application Guidelines</i> and in the <i>Uniform Housing Application</i>
	1. Special Requirements for <u>ALL</u> Housing and Neighborhood Renewal Projects	23 - 28
	Include a summary of <i>Local Housing Project Policies and Procedures</i> that the project will be using to guide and manage project activities	24, 54(#1), 57(A.10)
	Demonstrate assured affordability of rents and loan repayments, as applicable.	25-27, 62-63
	Assure compliance with HUD’s lead-based paint requirements for housing projects.	28-29; <i>Appendix I</i> (and see Chapter 2 of the <i>CDBG Grant Administration Manual</i>); and <i>Uniform Application (page 43)</i>

	2. Special Requirements for Projects Involving <u>New Housing Construction</u> (or) <u>Rehabilitation of An Existing Building</u>	28 - 33
	Projects with New Housing Construction	28-29, 30-31, 49, and <i>Appendix S</i>
	Projects for Rehabilitation of Existing Buildings	24, (#7-9), 28, 30, 32, 33, and <i>Appendix S</i>
	Include a complete copy of your Preliminary Architectural Report (PAR) and Preliminary Engineering Report (PER), if applicable; and Include Detailed Cost Estimates	30, 49, 51(A.5), 56(A.2), 58(D.1), and <i>Appendix S</i>
	For Multi-Family Housing projects: Include a Cash Flow Analysis, with: (1) Budget Narrative; and (2) Justification of line Items and of budget assumptions	31 (g), 34; <i>Appendix N; Uniform Housing Application</i> (Sections A, B, C-III through C-VI and Section D); and <i>Appendix D</i> (D-6 through D-8)
	3. Special Requirements Concerning Code and Standards Enforcement	33 - 34
	4. Special Requirements Concerning Projects Involving Non-profit or For-profit Organizations as Involved Partners	13, 34, 58(D), 66(H); and <i>Appendix N</i>
	5. Encouraged (not required): Certified Regional Development Corporation's Resolution of Support for the Project (where applicable)	34, and <i>Appendix V</i>

	RANKING CRITERION 1: COMMUNITY PLANNING AND CITIZEN PARTICIPATION	37- 46
	<i>Application Ranking Issues for Criterion 1.</i> The applicant should respond point by point, question by question, to Criterion 1's application ranking issues (listed on pages 44-46 of the Application Guidelines). Also address all of the relevant Special Requirements for Criterion 1 identified on pages 37-43.	44 - 46 37 - 43

	RANKING CRITERION 2: NEED	47 - 53
	<p><i>Application Ranking Issues for Criterion 2.</i> The applicant should respond point by point, question by question, to Criterion 2's application ranking issues (given on pages 51 – 53).</p> <p>Also address all of the relevant Special Requirements for Criterion 2 identified on pages 47- 51.</p>	<p>51 - 53</p> <p>47 - 50</p>

	RANKING CRITERION 3: PROJECT STRATEGY AND COMMUNITY EFFORTS	54 - 59
	<p><i>Application Ranking Issues for Criterion 3.</i> The applicant should respond point by point, question by question, to Criterion 3's application ranking issues given on pages 56-69.</p> <p>Also address all of the relevant Special Requirements for Criterion 3 identified on pages 54 – 55.</p>	<p>56 - 69</p> <p>54 - 55</p>

	RANKING CRITERION 4: BENEFIT TO LOW AND MODERATE INCOME PERSONS	60 - 63
	<p><i>Application Ranking Issues for Criterion 4.</i> The applicant should respond point by point, question by question, to Criterion 4's application ranking issues given on pages 62 – 63.</p> <p>Also address all of the relevant Special Requirements for Criterion 4 identified on pages 60 – 62.</p>	<p>62 - 63</p> <p>60 - 62</p>

	RANKING CRITERION 5: IMPLEMENTATION AND MANAGEMENT	64 - 71
	<p>Application Ranking Issues for Criterion 5: The applicant should respond point by point, question by question, to the Criterion 5 application ranking issues given on pages 68 -71.</p> <p>Also address all of the relevant Special Requirements for Criterion 5 identified on pages 64 -68.</p>	<p>68 -71</p> <p>64 -68</p>